

APPROVED
OCTOBER 17, 2011

MOHAWK VALLEY COMMUNITY COLLEGE
UTICA AND ROME, NEW YORK

1. Call to Order

The meeting of the Mohawk Valley Community College Board of Trustees held in the Hall Board Room, Payne Hall, Mohawk Valley Community College, Utica, New York was called to order by Chair Falvo at 4:01 p.m. on Monday, September 19, 2011.

Members Present

Esther Caldwell
Bill Calli
Tony Colón
Elaine Falvo
David Mathis
John Stetson
Mary Carmel Wolf

Members Excused

Peter Rayhill
Sheila Vandever

2. Chair's Report

Chair Falvo began by acknowledging the new academic year and is optimistic that it will be productive for everyone. She stated that the Board Members are very active and thanked Sheila Vandever for volunteering for the Planned Giving Committee. She also thanked Tony Colón and Sheila Vandever for working with the administration on the revision of the BOT Policy Manual. She mentioned that David Mathis has taken over the review of the evaluation process for both the Board and the President. She told the group that the Story Teller, Shane Meeker was very interesting and that his presentation is the precursor for strategic planning which will take place at the end of this month. Chair Falvo informed the group that the Boilermaker Expo will be held on the MVCC campus in 2012. She reminded everyone of Maya Angelou event on October 12 in celebration of the Jorgensen Center. She announced that there will be a ribbon cutting ceremony sometime this fall with the date still pending. Chair Falvo said that it looked like November 2 would be the date for the BOT Retreat and that Jill Heintz will confirm. StrengthsFinder will be a topic at the retreat and all of the Board Members should plan to complete it prior to November 2. Jill Heintz will distribute the materials prior to the retreat. Chair Falvo recommended that Tony Colón be appointed again this year to the ASC Board and asked if anyone opposed this recommendation. There were no objections. She asked that Jill Heintz send a letter to ASC informing them of the appointment. Chair Falvo concluded by thanking Dr. VanWagoner for all of his effort in working through the recent budget issues.

3. Treasurer's Report

Vice President Feola reported, as we are in the early stages of closing out the 2010-11 fiscal year, the July report will be the last monthly report available until mid-December. A brief discussion regarding the latest figures on the fund balance followed.

4. Committee Reports

Academic Affairs Committee

Mary Carmel Wolf reported the Academic Affairs Committee recently met in Rome and that the main topic of discussion was the underprepared student. She stated that close to 78% of our students test into one or more remedial/developmental courses. Initiatives that were discussed included: The new placement testing tool called ACCUPLACER and the creation of Learning Communities. She reported that there has been a lot of professional development in this area; there are 14 Learning Communities scheduled for this fall. She said that we are working with the area high schools to better align curriculum so that HS teachers know what is expected of entering students. Additionally, we are staffing the Jorgensen Student Success area with retention specialists and we will be using more Peer Tutors in this area as well. These all have an impact on the budget and we need to be creative in the funding to support the initiatives. She said that the group also discussed the importance of conducting a review of existing programs. Maryrose Eannace talked about the success of the pilot boot camp program in Math. Chair Falvo stated that the committee's work has been very helpful to the Board.

NYCCT and ACCT (liaison)

David Mathis reported that he recently attended the NYCCT New Trustee's program in Albany. He said that there was a lot of discussion around County budgets and the potential impact on Community Colleges. He said that we were at the forefront of this situation in New York State. He also said that a task force was being created to address the decline in Community College enrollments.

Evaluation Committee

David Mathis reported that he and President VanWagoner had met to discuss the future of Presidential and Board evaluations. He said that it is important to get the two in sync regarding timing which will better serve both parties. He distributed sample evaluations for the Board to review and comment on at the Board retreat this fall. David is planning to get together with Don Snyder from HCCC to talk about the idea of shared services with HCCC. David concluded by presenting new NYCCT plaques for those award recipients whose plaques are not currently represented in the Board room.

5. Student Trustee's Report

Esther Caldwell reported that the College Completion signing went well, with over 500 students and faculty picking up support pins after signing their commitment to complete community college. There is another College Completion event on the Rome campus tomorrow, 9/20/11, from 10 a.m. until 2 p.m. All are welcome to attend. Esther went on to report that the PTK fall induction ceremony will be on Wednesday, September 21st at 3pm in the IT Theater. She invited everyone to join in congratulating the new inductees in their success. Student congress, Sodexo,

student activities, and facilities are working together to get more recyclable containers on campus. This is to help with all the pizza boxes from the new Pizza Hut that has had nothing but rave reviews. Esther concluded her report by sharing all of the positive feedback she has heard regarding the new fitness center.

6. President's Report

President VanWagoner began by asking for the Vice President's reports.

Vice President Feola

Vice President Feola reported the following:

- Field House – This phase of the project is substantially completed. The field house floor is installed and lined and work remains on dealing with punch list items. Phase II, the gym renovations have encountered a problem with the manufacturer of the ceiling system that goes under the bridge. The manufacturer sent the wrong size and they will need to replace the entire shipment which could take upwards of 10 weeks, leaving the lobby in an unfinished state. We will also be working with the county to utilize any remaining capital funds to address additional work needed in the gym and pool area.
- The Business Office completed and submitted to SUNY an electronic copy of the 2011-12 Budget request; a paper copy along with the County's resolution has also been sent and we are on track for adoption by the SUNY Board at meeting later this month.
- The Department of Labor was on campus last week to conduct a preliminary review and audit of the Cyber Security Grant.

The County opened bids for the Plumley Roof project. The budget for this project is \$390,000 and consists of three sections necessary to address building leaks; replacement of the current membrane roofing system, re-caulking of atrium glazing and masonry work at entryways. The base bid included installation of a built-up roofing system with a deduct alternate to retain the existing membrane system. As bids exceeded the project budget the deduct option to retain the membrane roofing system was selected and that combined with the award to Sahl's Glass & Glazing as low bidder to the atrium portion of the project at \$115,900 totaled \$389,700. Because remaining funds were not enough to complete the masonry work necessary to stop the leaks at the entryways the College will undertake that portion of the project out of operating funds at a cost of \$20,000 and award this section of the work to the low bidder.

Vice President Eannace

Vice President Eannace reported the following:

- Along with working on issues concerning underprepared students, we are also following up on programmatic needs and streamlining. Our AAS degree in Geospatial Technology has made it through the entire gauntlet with the final approval forwarded by State Ed on September 14th! We already have students in the pipeline for this degree and we anticipate that Marketing and Communication will begin trumpeting the program soon.

- Dr. Eannace spoke about the program/title revision request to SUNY for the renaming of two programs: the Hotel Tech Degree and the Certificate. The new title will be Hotel and Resort Management.
- The previously announced and now proposed Associate Degree in Criminal Justice will be forwarded to SUNY once the BOT have approved it.
- The Cybersecurity A.S. degree proposal should be ready for Board approval next month, having completed the negotiations prompted by that previous announcement.
- A proposal for an EMS revision may be ready for next month's BOT meeting.
- Electrical Services Tech: Fiber Optics Option and Manufacturing Production Technology, both AOS degrees are being deactivated. Enrollment does not warrant keeping these on the books.
- Close to a dozen previously de-activated programs are being examined and most probably will be discontinued in the next few months.
- FTE enrollment is up 3.35% as of today. We anticipate an uptick in enrollment when the dual credit numbers start coming in.
- Brian Judycki brought 12 of his students along with Christie Stevenson's C-Step students to Schenectady CC for a Global Foundries Job Fair and one of our students was offered a job (upon graduation) on the spot.

Vice President Reynolds

Vice President Reynolds reported the following:

All members of the division were invited to the Student Affairs retreat on September 9, 2011. The purpose was the development of a mission and vision statement which was achieved. The new Mission and Vision statements follow:

Mission: Student Affairs strives to create a welcoming and supportive environment which fosters student engagement to promote learning, personal growth and student success.

Vision: To inspire students to meet the challenges of learning and succeeding in an ever-changing global community.

Highlights from the departments include:

Admissions

International Students:

- Fall 2011 - 12 New first-time International Students (plus one summer enrollee for A&P) representing 10 different countries. Increase of 80%.

Advisement/First Year Experience/Student Service Center

First Year Experience and Academic Advising:

- PAR/Probation: 232 probation students took StrengthsQuest and participated in the PAR workshops, including continuing students & re-matriculating students.

Career, Transfer & Job Placement

- An articulation agreement for our Hospitality Programs with Niagara University's College of Hospitality and Tourism Management (top 20 program nationally). To

promote this we have organized (in collaboration with Student Activities)a bus trip to Niagara University for our hospitality students to view their facilities and learn more about the opportunities that they may have at Niagara. 23 students went on the trip.

Disability Services

Formation of a campus-wide ADA Compliance Team to address the following:

- Monitoring the law, its mandates and new regulation updates;
- Assessing the degree to which the College complies with those mandates;
- Recommending an ongoing set of priorities to insure we are doing the best we can for those we serve;
- Determining due diligence efforts towards corrections in policies, procedures or facilities
- Documenting all of the above

Student Activities & Outreach

- Trained 7 students to be new members of Student Congress.

College Senate Report

David Katz reported the following:

- Emergency call numbers in classrooms: College Senate is working on a permanent solution; Senate Safety & Security Committee is interfacing with Crisis Response Team.
- Civility Project Committee will deliver information and recruit participants through an October Institute workshop.
- Wellness Program / Offered initial report on college's direction, there was some concern on the fee for the Fitness Center working against maximizing employee participation.

(President's Report)

President VanWagoner reported that he attended the SUNY President's meeting last week and that clarity was given to the SUNY Alliance topic; Community Colleges are welcome but not required to participate. A legislative strategy was discussed regarding moving forward in unison with County Executives. President VanWagoner thanked Chair Falvo for attending Friday's presentation by Shane Meeker. He said that Shane's presentation on storytelling laid the groundwork for the Strategic Horizons Network visit at the end of the month. President VanWagoner announced a 1.2 million dollar grant that will be dispersed over a four-year period. The grant is intended for fifty individuals who are on food stamps for training in Healthcare and Construction Trades (Brownfield work). He also reported that Team MVCC 4-Runners raised \$94,000 (\$62k in scholarships + \$32 for local non-profits) over this past year. He concluded by reminding everyone that the REDC Community Town Hall Meeting will be tonight at 6:30 in IT 225.

7. Consent Agenda

<i>Attachment a</i>	Minutes of the August 15, 2011 Board of Trustees meeting
<i>Attachment b</i>	Treasurer's Report
<i>Attachment c</i>	Tressa LaBella, Technical Assistant in Institutional Advancement

Attachment d Joseph M. Piazza, Peace Officer
Attachment e Christy L. Stephenson, CSTEP-STEP Coordinator
Attachment f Matthew J. Warchal, Upward Bound Tutor/Mentor

Motion was made by Tony Colón and seconded by Bill Calli to approve Attachments 7a through 7f. Unanimously approved.

8. New Business

Attachment a Continuing Appointment (AMVA), Deanna Ferro

Motion was made by Bill Calli and seconded by Mary Carmel Wolf to approve Attachment 8a. Unanimously approved.

Attachment b Program Proposal: A.S. in Criminal Justice

Motion was made by Bill Calli and seconded by Esther Caldwell to approve Attachment 8b. Unanimously approved.

Attachment c Program Revisions: Hotel Technology: Meeting Services
Management and Hotel Technology: Front Office Technology

Motion was made by Mary Carmel Wolf and seconded by Tony Colón to approve Attachment 8c. Unanimously approved.

Attachment d Program Deactivations: Electrical Services Technology – Fiber
Optics Option and Manufacturing Production Technology

Motion was made by Mary Carmel Wolf and seconded by John Stetson to approve Attachment 8d. Unanimously approved.

9. Program Update

Morris Pearson, Director of Civic Responsibility, presented a program update on the Ex-offender Program which has been renamed the New Directions Program.

10. Discussion Items

a. Board Policy Manual – Section I

Mary Carmel Wolf asked for clarification on Section I.5 regarding action in Executive Session. It was made clear that any action taken in Executive Session needs to be made part of the public meeting and reflected in the minutes.

Motion was made by David Mathis and seconded by Mary Carmel Wolf to approve Attachment 10a. Unanimously approved.

A motion was made by Mary Carmel Wolf and seconded by Bill Calli to enter into Executive Session to discuss personnel items at 5:15 p.m. with no further action to be taken. Unanimously approved.

11. Adjournment

The meeting adjourned at 5:50 p.m.